

CRISIS DAY CARE SERVICES SIGN-IN/SIGN-OUT SHEET

Name of Child	Date	Time in	Parent or Authorized Representative Signature	Time out	Parent or Authorized Representative Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

CRISIS DAY CARE SERVICES SIGN-IN/SIGN-OUT SHEET**INSTRUCTIONS**

Original reports must be kept on file and available for review upon request by an authorized representative of the licensing agency.

1. Name of Child Enter the child's first and last name.
2. Date Enter the date the child was ~~dropped off~~ accepted at the ~~Crisis Day Care Nursery~~ Crisis Day Care Nursery for crisis day services.
3. Time in Enter the time the child was ~~left~~ accepted at the ~~Crisis Day Care Nursery~~ Crisis Day Care Nursery for crisis day services.
4. Parent/Authorized Representative Signature Signature of the parent or individual authorized to sign the child into the ~~Crisis Day Care Nursery~~ Crisis Day Care Nursery.
5. Time out Enter the time the child was picked up from the Crisis Day Care Nursery.
6. Parent/Authorized Representative Signature Signature of the parent or individual authorized to sign the child out of the ~~Crisis Day Care Nursery~~ Crisis Day Care Nursery.